

# **MAINTAINING YOUR OFFICIAL RECORDS**

Your official record is your professional resume and your personal representative to those that are entrusted to make decisions about your career. It is used by selections boards to determine individual competitiveness for promotion, by the slating and assignment process for key billets, and determining qualification for retention.

It is very important that Career Marines ensure the accuracy of the content of their record by conducting a periodic audit. The below checklist will serve as a quick reference/guide towards this end.

We have listed below the components of your official records that you need to maintain. Having an incomplete or inaccurate record is not grounds for remedial consideration in most cases. Remember, it is your record and no one cares more about it than you. How accurately would you like your accomplishments and potential to be seen by those making decisions about your career?

## **MARINE CORPS TOTAL FORCE SYSTEM (MCTFS/3270)**

Though selection boards do not have ready access to MCTFS/3270, enlisted boards are provided rosters that pull information from the system. You need to ensure that the system accurately reflects the following information, which can also be corrected, by your administrative section.

- ☐ Current PFT
- ☐ Range Scores (Rifle and Pistol)
- ☐ PME
- ☐ Martial Arts Certification
- ☐ Awards
- ☐ Special Skills/Qualifications

## **MASTER BRIEF SHEETS (MBS)**

Each of your Master Brief Sheets (old and current) has two parts. The Header Data contains administrative information that is derived from MCTFS/3270 and can be corrected by the same. Ensure that aside from your personal information, the following information is correct.

### **MBS HEADER DATA**

- ☐ Date of Rank (Be especially watchful if you have broken time)
- ☐ Armed Forces Active Duty Base Date (Be especially watchful if you have broken time)
- ☐ Primary and Additional MOS
- ☐ Resident and Non-Resident Military Education
- ☐ Civilian Education
- ☐ Martial Arts Certification
- ☐ Decorations

The second part of the MBS is a listing of fitness reports. Review this listing to ensure it is correct and there are no date gaps.

### **FITNESS REPORT LISTING**

- ☐ Date-Gaps (31 days or more constitute a 'Date-Gap' or an 'Overlap' in the present system and should be taken care of immediately.

## **OFFICIAL MILITARY PERSONNEL FILE (OMPF)**

Your OMPF has four folders that are important to your career. When ordered, you will receive it in CD ROM format that is compatible with most computers. Take the time to go through each folder and ensure the accuracy as well as legibility of contents. You can also review your OMPF with MMSB over the telephone by calling their Help Desk (Best place to start) DSN 278-5640/3623.

### **SERVICE FOLDER (S-FOLDER)**

This folder contains all of your SRB and is updated each time you either commit to additional time or reenlist. Though administrative in nature, it is very helpful when computing benefits for retirement etc. Check to see if your SRB is correct and legible.

### **COMMENDATORY FOLDER (C-FOLDER)**

Though this is called your commendatory folder, it contains both your commendatory as well as derogatory material. This is one of the most ignored areas of your official records; take the time to always ensure that your awards are both present as well as legible.

- ❑ All Personal Awards (Letter of Appreciation and higher). Some question why relatively smaller awards need to be included into your OMPF, it simply shows that you were recognized at some level at each rank.
- ❑ PME Course completion certificates. (Effective July 2001, Non-resident PME Completion certificates are now sent automatically by MCI to your OMPF)
- ❑ Civilian Education certificates and diplomas. (If you have a degree in any discipline, please make sure that your official transcripts are present also.)

### **PERFORMANCE FOLDER (P-FOLDER)**

- ❑ Ensure that all your fitness reports are present as well as legible. If you see that they are not legible, you can request that they be re-scanned to generate a clearer copy or you may provide a better quality copy to MMSB.

### **X-FOLDER**

- ❑ Over 80% of the Marine Corps can now submit their photographs for selection boards digitally. Remember that your digital picture is now valid for 12 months and hence, can be used for multiple boards as long as your photograph remains current.

## **SOME TIPS**

Here are some useful tips that you should always keep in mind. Remember, your records tell your story to others and it is important for the full story to be told.

- ❑ Ensure that your record is accurate and legible at least a month before any selection process as your records are seen by respective boards electronically and the servers are loaded with the records about 10-14 days prior to the board convening. We recommend you start screening and preparing your record a year before the board convenes as some errors can take months to correct.

- ❑ The best place to ensure all PME shows complete is in your Basic Training Record in MCTFS. These entries are made by MCI, so for corrections, please call MCI at (800) MCI-USMC. It is also wise to ensure your diplomas are in the C-folder of your OMPF.
- ❑ It is best to ensure all reports are listed in your MBS and OMPF. If you have a question regarding the reports in your record, call MMSB-20 at DSN 278-3952. Guidance in screening and auditing your fitness reports can be found in Appendix-I of the PES.
- ❑ It is a requirement to submit a promotion photograph. Always take someone with you when taking your photograph. For males, ensure a clean shave and haircut as digital photographs have a high resolution. Be sure to verify the correct information is displayed on the photo and the format is in accordance with the IRAM and Maradmin 463/01.
- ❑ You can order your OMPF and/or MBS by corresponding with MMSB using Appendix-H of the PES.

**BY MAIL**

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 Headquarters U.S. Marine Corps (MMSB)  
 2008 Elliot Road  
 Quantico, VA 22134-5030

**BY FAX**

DSN 278-3900 or Commercial 703-784-3900.

**ELECTRONICALLY**

To request a copy of your OMPF by email, email your request to: MMSB's organizational mailbox [MMSBOMPF@manpower.usmc.mil](mailto:MMSBOMPF@manpower.usmc.mil)  
 Additional information on ordering your records, can be found at this link <https://www.mmsb.usmc.mil/howtoget.htm>